

Law Enforcement Support Office

User Guide: FY16 Annual Inventory Certification Process



*Defense Logistics Agency
Law Enforcement Support Office*

FY16 Annual Inventory Certification Guide

The Fiscal Year 2016 Annual Inventory Certification User Guide has been created to assist State Coordinators, State Points of Contact, and LEA POCs, as they work towards completing annual inventory requirements.

Click here to visit the: [FEPMIS Website](#)

Click here to visit the: [LESO Website](#)

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Definitions-

Annual Certification- The process by which an LEA and/or State Coordinator executes an annual physical inventory of all property which is conditionally transferred to them via the LESO Program, and then will confirm/attest to their custody, control and responsibility for the item (s). This process is completed utilizing the LESO FEPMIS property accounting system.

Split- The process by which an LEA and/or State Coordinator can “split” one or more items from the total quantity of a parent record into two or more separate records within LESO FEPMIS. The split functionality is found within the modify queue in LESO FEPMIS.

Once an item (s) has been “split” from a parent record, the LESO FEPMIS will assign a new Property number to that record. The user can then request a turn-in, transfer or adjustment to the appropriate record, if needed.

Example 1- An LEA receipted for 5 “widgets”, but realizes that was done in error, and that they actually only received 4 “widgets”. The LEA would then have to “split” the record into 2 different records (one for a quantity of 4, and another for a quantity of 1). The LEA would then need to request a change of status to the record with a quantity of 1. The LEA will also need to submit supporting documentation i.e., a DD Form 200 identifying that the 5th item was never received, or provide the DD1348-1A (MRO) which identifies that the DLA Disposition Services only issued 4 items.

Example 2- An LEA receipted for 10 “widgets” that they received for last month, and they are currently in an “assigned” status in the LESO FEPMIS. The LEA decides to transfer or turn-in 4 “widgets”. The LEA must “split” 4 widgets from the parent record. The LESO FEPMIS will assign a Property number to the new record (QTY: 4). The LEA would then request to transfer or turn-in that record.

FEPMIS- Federal Excess Property Management Information System (FEPMIS): The DLA LESO adopted and transitioned to the FEPMIS, as the new property management system which is now used to provide accountability and management of controlled property which is conditionally transferred to LEAs participating in the LESO Program.

Modify- The process by which an LEA and/or State Coordinator can update certain attributes of an item (s). Modify is also used to transfer items from one LEA to another.

Example- An LEA wishes to update information about the item such as: FSC, Item Name, NSNs, and Unit of Issue, etc.

Partial Receipt- A “partial receipt” is when an LEA receives less than the total quantity of an item.

Example- If an LEA requested 10 “widgets”, but after opening the shipment, finds that only 7 “widgets” came in the box, the LEA would go into FEPMIS and do a “partial receipt” for this item. The DLA LESO will need to review and approve the partial receipt, once it is approved, the correct quantity will appear in the LEA receipt queue (7 “widgets”). The LEA must then process a normal receipt for the corrected amount.

The DLA LESO will not process partial receipts for items without proper documentation, i.e. (DD 1348-1A, MRO signed by the DLA Disposition Services site issuing the property, DD Form 200, police report, NCIC entry, or other supporting documentation).

Please send supporting documentation to the DLA LESO Property Accounting Team at, LESOCERTIFICATIONS@dla.mil

Controlled Equipment- As outlined in the Executive Order, certain categories of equipment that LEAs may acquire only after providing additional information, certifications and assurances.

Prohibited Equipment- As outlined in the Executive Order, certain categories of equipment that LEAs will not be able to acquire via transfer from Federal agencies.

Zero Receipt- A “zero receipt” is when an LEA identifies that they did not receive any of the equipment at all. A zero receipt means the LEA never actually left the Disposition Service Site with the property, or they did not receive any of the property via mail.

Example- If an LEA requested 10 “widgets”, and after arriving at the DLA Disposition Services Site, denied all 10 “widgets” because they were either broken, or weren’t the right “widgets” that they needed. The LEA then declines the property. The property *should* never appear in the LESO FEPMIS under that LEA account.

HOWEVER, some times, the DLA Disposition Services Site will process the item for release (MRO) prior to the LEA actually accepting the property and picking the item up. If the LEA declines the property after the site has process the MRO, the item (s) would have already processed into the LESO FEPMIS account from that MRO, and it will be in the LEAs receipt queue waiting processing.

In this instance, the LEA would then have to process a “zero receipt” for the item (s). The DLA LESO will need to review and approve the zero receipt. Supporting documentation for the zero receipt (usually a DD1348-1A (MRO) which shows that the items were declined), must be sent to the LESO. If no supporting was obtained, the LEA must submit a DD200 for the items in order for the LESO to approve the zero receipt. If

the zero receipt is approved, the item will be removed from the LEA receipt queue and will not appear on the LEAs account.

Please send supporting documentation to the DLA LESO Property Accounting Team at, LESOCERTIFICATIONS@dla.mil

Creating a FEPMIS Account

A. Go to the FEPMIS website at: <https://fam.nwcg.gov/fam-web/>

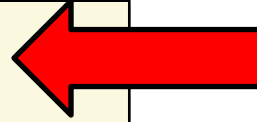
1. Accept the security certificates.
2. Refresh the page (if needed).
3. Click the FAMWEB Logon Request



4. Create a User ID (Ensure that there are no spaces).

All required fields are marked with an asterisk (*).

User Name*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Title	<input type="text"/>
Unit/Agency	<input type="text"/> LESO
Address	<input type="text"/> Line 1
	<input type="text"/> Line 2
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Telephone Number*	<input type="text"/> (XXXXXXXXXX)
	<input type="text"/> Extension (XXXXXX)
Cell Number	<input type="text"/> (XXXXXXXXXX)
Fax Number	<input type="text"/> (XXXXXXXXXX)
	<input type="text"/> Extension (XXXXXX)
Email Address*	<input type="text"/>
AMIS Access?	<input type="checkbox"/>
ARS Access?	<input type="checkbox"/>
AWSR Access?	<input type="checkbox"/>
FEPP FEPMIS Access?	<input type="checkbox"/>
Law Enforcement FEPMIS Access?	<input type="checkbox"/>
Data Warehouse Access?	<input type="checkbox"/>
FIRESTAT Access?	<input type="checkbox"/>
Legacy SIT Access?	<input type="checkbox"/>
Legacy 209 Access?	<input type="checkbox"/>
SIT-209 Access?	<input type="checkbox"/>
Comment	<input type="text"/>



5. Create a password based on the guidelines provided.

6. Enter first and last name in the spaces provided.

7. Disregard the Unit/Agency block.

8. Enter in a valid phone number at which you may be reached.

9. Select the “LESO Enforcement FEPMIS Access”.

10. Add in any additional comments.

11. Click Add.

12. Contact your SC to give you your roles.

Logging into FEPMIS

Go to the FEPMIS website at: <https://fam.nwcg.gov/fam-web/>

1. Accept the security certificates.
2. Refresh the page (if needed).
3. Click “Log on AWSR, AMIS, ARS, FIRESTAT, SIT, 209”

FAMWEB

Logon Required

Unauthorized access to this United States Government system is prohibited by Title 18, United States Code 1030. This statute prohibits any person from knowingly and with intent to defraud, accessing a computer without authorization or exceeding authorized access, and thereby obtaining, altering, damaging, destroying, or disclosing information, or a computer or computer system (data or a computer owned by or operated for) the user or the system. Any person who violates this statute may be punished by a fine under this title or imprisonment on this system and network may be monitored, in any manner and disclosed in any manner, by authorized personnel.

THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. ANY INFORMATION CONTAINED HEREIN IS UNCLASSIFIED AND IS BEING DISCLOSED TO ANY USER, AUTHORIZED OR UNAUTHORIZED. INTERCEPTION, RECORDING, READING, COPYING, OR ANY OTHER USE OF THIS INFORMATION IS UNAUTHORIZED.

Please enter your User Name and Password

User Name

Password

4. Enter User ID and Password.

If you still cannot log in, contact the DLA LESO Toll Free at 1-800-532-9946 or the FEPMIS help desk at 1-866-224-7677.

Note- If you call the FEPMIS helpdesk, let them know that you need to get a password reset for the “FAMWEB” Portal.

Receipting Property

Each LEA and/or State with property that has been conditionally transferred to them via the LESO Program must “Receipt” for that property within the LESO FEPMIS “Receipt Module”.

**** NOTE--THE LEA MUST RECEIPT FOR ALL PROPERTY IN THEIR RECEIPT QUEUE BEFORE THEIR LESO INVENTORY CERTIFICATION QUEUE WILL ACTIVATE****

Note- The following processes must be completed in order to be compliant with the FY16 Annual Inventory:

- 1) Updating all LEA station information for agencies with LESO Program property within the LESO Inventory queue (one-time per-station only)
- 2) Receipting for all items in the State
- 3) Certifying all items in the State within the “LESO Inventory” certification module
- 4) Uploading required photos and/or Serial numbers of high visibility items: Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices and Suppressors.
- 5) State Coordinator or State Point of Contact official certification in FEPMIS that their entire State has completed the FY16 Annual Inventory requirement
- 6) All Aircraft will need the flight hours input into FEPMIS during the inventory.

Each item that has been “receipted” by an LEA and/or State Coordinator after August 1, 2016, will count towards the FY16 Annual Inventory process and will not appear in the “LESO Inventory” certification queue.

Photos and/or Serial Numbers of high visibility commodities received in FY16 (Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices and Suppressors) may be required. If photos of these items have already been loaded into the FEPMIS property accounting system, there is no need to resubmit/upload. Users should provide updated photographs if the item was damaged or repainted since providing the last photograph.

Receipting for property within FEPMIS:

1. Click “Receipts”

Warfighter to Crime

LESO FEPMIS

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LAW ENFORCEMENT SUPPORT OFFICE



From Warfighter to Crimefighter

****THIS IS THE LESO TEST SITE****

The Law Enforcement Support Office (LESO) has adopted Property Management Information System (FEPMIS) as management system that will be used to provide account property requisitioned through the Department of Defense Agency (DLA) Disposition Services 1033 Program.

LESO FEPMIS Training Material

DOD DLA Disposition Services LESO

DLA Enterprise External Business Portal

State Coordinator POC Information

2. Click the requisition number you wish to receipt.

Requisition#	DODAAC	Shipped Date	DTID
2YT05K-2310-2710	2YT05K	Nov 14, 2012	W91EKJ-1225-6200
2YT05K-2313-5587	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-2313-5588	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-2313-5593	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-2313-5594	2YT05K	Nov 15, 2012	W91EKJ-1225-6200

3. Enter the quantity you wish to receipt.

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue
<input type="button" value="Complete"/>	2530-DS-WHE-EL01	VEHICLE WHEEL	2	0	<input type="text" value="0"/>	\$350.00	Each
<input type="button" value="Receipt"/>	All items with values in the Qty field						

4. Click receipt.

After the page refreshes,

5. Click identify.

SN	Item Name	Unit Cost	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
30-DS-WHE-EL01	VEHICLE WHEEL	\$350.00	2	0	Each	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>

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6. Click identify again.

Total unit cost of items being identified (items X Unit Cost) \$700.00
Requisition# 2YT05K-2310-2710

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number	Tracked
2530-DS-WHE-EL01	VEHICLE WHEEL	\$350.00	2	Each		<div>Identify Property</div>

Submit

☒ all property must be identified before submission for approval

Identify Property

Back

7. Enter information and/or comments (mandatory fields are identified by an asterisk *).

Identify | Manage Images

Requisition#: 2YT05K-2310-2710
Shipping DODAAC: SZS319
Property #: 13248MI012
Status:
DTID: * W91EKJ-1225-62000
FSC: 2530 - Vehicular Brake, Steering, Axle, W
Item Name: VEHICLE WHEEL
Description: DESC=WHEEL, 6 LUG, BLACK
NSN/LSN: 2530 - DS - WHE - EL01
DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR
DMIL Integrity Code: NA
QTY: 2
Unit of Issue: Each
Serial#:
☒ check for valid DODAAC/Station assign
State: MI
Division: * DEFAULT_DIV_MI
Subdivision: * DEFAULT_SUBDIV_MI
Station: * LESO HQ OFFICE
Physical Storage Location:
Part#:
Make / Manufacturer:
Model:
Model Year: ☒ enter 0 if Model Year is unknown/unava
Condition:
Comment 1 (100 max):

LESO FEPMIS automatically assigns a Property # when a receipt is completed.

The Property # is created using the 2-digit year, Julian Date, State Abbreviation and Sequence #.

Example- 13248MI012

Year
Julian Date
State Abbrev.
Sequence #

8. *If item is high visibility item (Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices or Suppressors), upload the required photos by clicking on “Manage Images”.

Identify | Manage Images

Requisition#: 2YT05K-2310-2710
Shipping DODAAC: SZS319
Property #: 13248MI012
Status:
DTID: * W91EKJ-1225-62000
FSC: 2530 - Vehicular Brake, Steering
Item Name: VEHICLE WHEEL
Description: DESC=WHEEL, 6 LUG, BLACK

9. Select an option from “Image Content” section, and click “browse” to find the appropriate photo.

Note- Images must be .jpg AND under 1 MB.

10. Click upload.

The screenshot shows a web interface for uploading images. At the top, there is a section labeled "Image Content:" with a dropdown menu. Below this is a blue header bar with the text "Identify | Manage Images". Underneath the header is a large white area with a red 'X' icon and a red arrow pointing to the "Identify" button. Below this is a section with an "Upload" button and the text "The selected image". A red arrow points to the "Upload" button. Below this is a section with a "Browse..." button and the text "Successfully uploaded file AL POWELL PD TEST.jpg (18792 bytes)". A red arrow points to the "Browse..." button.

11. After the appropriate photo has loaded, click “Identify” to navigate back to the receipt queue

12. To complete a receipt, place a check mark next to the certification statements.

The screenshot shows a section with two certification statements. The first statement is "I SC_LEA1 certify the aforementioned property is present and accounted for" with a checked checkbox. The second statement is "I SC_LEA1 certify that attached image(s) are current" with an unchecked checkbox. Below the second statement is a red error message: "You must verify that photos are current!". At the bottom of the section is a "Submit" button. Red arrows point to the checkboxes and the "Submit" button.

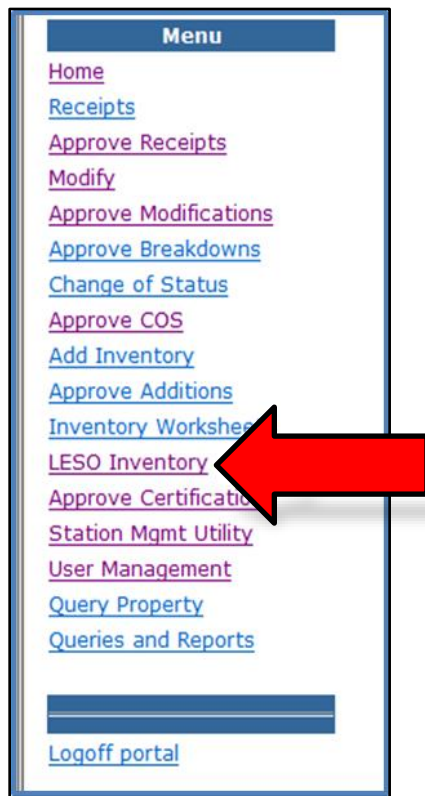
13. Click Submit.

Certifying Property

**** NOTE--THE LEA MUST RECEIPT FOR ALL PROPERTY IN THEIR RECEIPT QUEUE BEFORE THEIR LESO INVENTORY CERTIFICATION QUEUE WILL ACTIVATE****

Certifying property within LESO FEPMIS:

1. Click “LESO Inventory”.



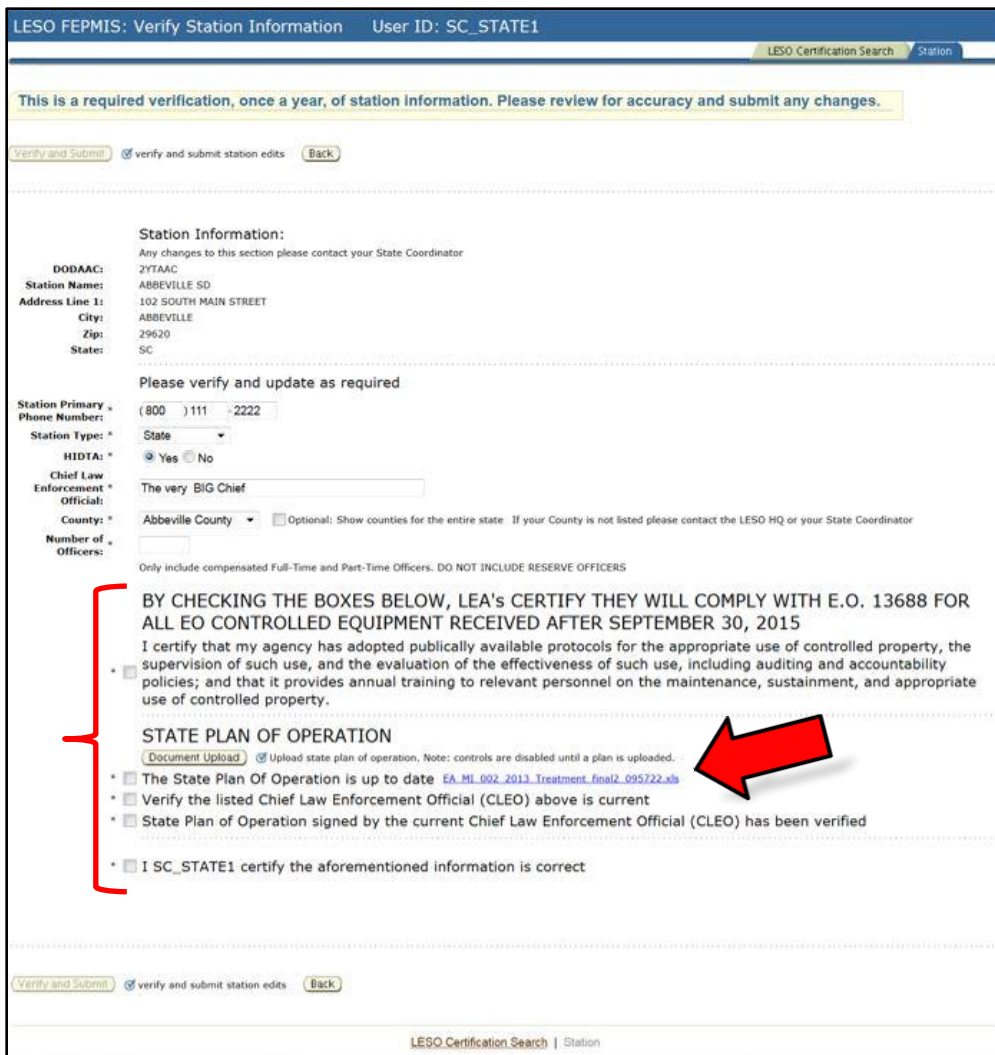
2. Select the default “Division” dropdown.
3. Select the default “Subdivision” dropdown.
4. Select the Station and “Not Inventoried Yet”.
5. Click Submit.



State: * MICHIGAN
 Division: DEFAULT_DIV_MI
 Subdivision: DEFAULT_SUBDIV_MI
 Station: BATTLE CREEK POLICE DEPT
 Inventory Search Filter: ☐ Inventoried Items ☒ Not Inventoried Yet ☐ Both

Submit ☒ search certification matching filter values
Create Certification Report ☒ create certification report
Clear ☒ reset form values

***LEA Station Information verification is a one-time requirement-** The LEA must certify the Station Information one-time during the FY16 Annual Inventory certification process. The LEA Station Information verification page looks like this:



LESO FEPMIS: Verify Station Information User ID: SC_STATE1

LESO Certification Search Station

This is a required verification, once a year, of station information. Please review for accuracy and submit any changes.

Verify and Submit ☒ verify and submit station edits **Back**

Station Information:
 Any changes to this section please contact your State Coordinator
 DODAAC: 2YTAAC
 Station Name: ABBEVILLE SD
 Address Line 1: 102 SOUTH MAIN STREET
 City: ABBEVILLE
 Zip: 29620
 State: SC

Please verify and update as required

Station Primary Phone Number: (800) 111 - 2222
 Station Type: * State
 HIDTA: * ☒ Yes ☐ No
 Chief Law Enforcement Official: The very BIG Chief
 County: * Abbeville County ☐ Optional: Show counties for the entire state If your County is not listed please contact the LESO HQ or your State Coordinator
 Number of Officers:
 Only include compensated Full-Time and Part-Time Officers. DO NOT INCLUDE RESERVE OFFICERS

BY CHECKING THE BOXES BELOW, LEA's CERTIFY THEY WILL COMPLY WITH E.O. 13688 FOR ALL EO CONTROLLED EQUIPMENT RECEIVED AFTER SEPTEMBER 30, 2015

☐ I certify that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property.

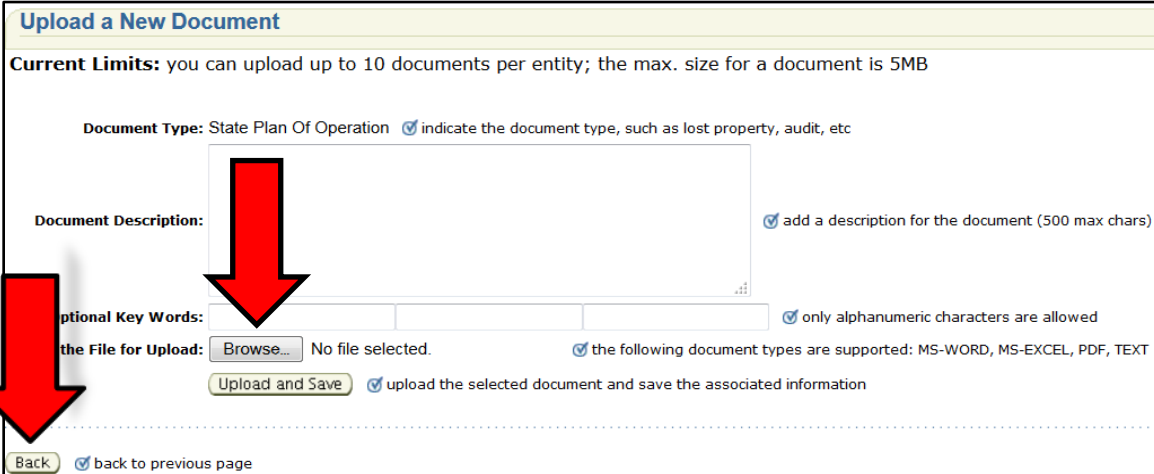
STATE PLAN OF OPERATION
Document Upload ☒ Upload state plan of operation. Note: controls are disabled until a plan is uploaded.
☐ The State Plan Of Operation is up to date [EA_MI_002_2013_Treatment_final2_095722.xls](#)
☐ Verify the listed Chief Law Enforcement Official (CLEO) above is current
☐ State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) has been verified
☐ I SC_STATE1 certify the aforementioned information is correct

Verify and Submit ☒ verify and submit station edits **Back**

LESO Certification Search | Station

Note- If the LEA or State Coordinator sees the LEA Station Information verification page above, please verify that the LEA information contained is correct, or make corrections (as needed). The user will also be required to upload their State Plan of Operation.

6. To upload your State Plan of Operation, click “Document Upload. Click “Browse”. Find the State Plan of Operation for your State or LEA, signed by the current Chief Law Enforcement Official on your desktop.



Upload a New Document

Current Limits: you can upload up to 10 documents per entity; the max. size for a document is 5MB

Document Type: State Plan Of Operation ☒ indicate the document type, such as lost property, audit, etc

Document Description: ☒ add a description for the document (500 max chars)

Optional Key Words: ☒ only alphanumeric characters are allowed

the File for Upload: No file selected. ☒ the following document types are supported: MS-WORD, MS-EXCEL, PDF, TEXT

☒ upload the selected document and save the associated information

☒ back to previous page

7. Click “Upload and Save”

8. Once finished, click “Back”, it will bring you back to the Station Information Verification page.

9. Verify that your State Plan of Operation is correctly uploaded. Click “Verify and Submit”.

LESO FEPMIS: Verify Station Information User ID: SC_STATE1

LESO Certification Search Station

This is a required verification, once a year, of station information. Please review for accuracy and submit any changes.

Verify and Submit verify and submit station edits Back

Station Information:
Any changes to this section please contact your State Coordinator

DODAAC: 2YTAAC
 Station Name: ABBEVILLE SD
 Address Line 1: 102 SOUTH MAIN STREET
 City: ABBEVILLE
 Zip: 29620
 State: SC

Please verify and update as required

Station Primary Phone Number: (800) 111 - 2222
 Station Type: * State
 HIDTA: * ☒ Yes ☐ No
 Chief Law Enforcement Official: The very BIG Chief
 County: * Abbeville County ☐ Optional: Show counties for the entire state If your County is not listed please contact the LESO HQ or your State Coordinator
 Number of Officers:
Only include compensated Full-Time and Part-Time Officers. DO NOT INCLUDE RESERVE OFFICERS

BY CHECKING THE BOXES BELOW, LEA's CERTIFY THEY WILL COMPLY WITH E.O. 13688 FOR ALL CONTROLLED EQUIPMENT RECEIVED AFTER SEPTEMBER 30, 2015

☒ I certify that my agency has adopted publicly available controls for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies, and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property.

STATE PLAN OF OPERATION
Document Upload Upload state plan of operation. Note: controls are disabled if this plan is uploaded.

- ☒ The State Plan Of Operation is up to date [EA_MI_002_2013_Treatment_final2_095722.xls](#)
- ☒ Verify the listed Chief Law Enforcement Official (CLEO) above is current
- ☒ State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) has been verified
- ☒ I SC_STATE1 certify the aforementioned information is correct

Verify and Submit verify and submit station edits Back

LESO Certification Search Station

10. Once the LEA Station information has been validated, the LESO FEPMIS will bring the user back to the items in the LESO Inventory queue.

Note- If the LEA still has an item (s) pending receipt, the LESO Inventory queue will only bring up the items that are pending receipt. The user must process these items first. Once all items have been receipted as required, the LESO Inventory queue will activate and will allow the user to begin the process of certifying the rest of the items.

If the LEA *does not* have items pending receipt, the LESO Inventory queue will allow the user to start certifying their items.

Note- After each Station verifies this information, the State Coordinators and State Points of Contact will receive an email from FEPMIS:

Sample Email sent after Station Verification

The following has changed in the station configuration:

Station: YORK POLICE DEPT (2YTNZY)

Date: 08/13/2015

Number of Officers has been modified.

New value: 30

Old value: 28

11. Once the Station Information verification requirement is complete, the user is brought back to the “LESO Inventory” queue. Click “Not Inventoried Yet”. Click “Submit”.

State: * MICHIGAN

Division: DEFAULT_DIV_MI

Subdivision: DEFAULT_SUBDIV_MI

Station: BATTLE CREEK POLICE DEPT

Inventory Search Filter: ☐ Inventoried Items ☒ Not Inventoried Yet ☐ Both

Submit ☒ search certification matching filter values

Create Certification Report ☒ create certification report

Clear ☒ reset form values

Inventory Begin Date: 09/01/2014 Inventory Due Date: 01/31/2015 Inventory Countdown: 131 days

Note- In the lower portion of the screen, the LESO FEPMIS identifies the:

- 1) Inventory Begin Date- the date that the LEA initiated the inventory
- 2) Inventory Due Date-the date that the Annual Inventory is Due
- 3) Inventory Countdown-the number of days remaining to complete the inventory. If the user clicks the “Create Certification Report” button- the user will see a report view of their progress to inventory completion

Example of the LEA progress to inventory completion view:

Report Detail:						
Station Name	Station Type	Station Verified	Number Properties	Completed Inventory	Percent Completion	Inventory Completed
BATTLE CREEK POLICE DEPT(2YTAYG)	State	Yes	19	0	0	No

12. Select the item you wish to certify, by clicking “Certify”.

State: MICHIGAN
Division: DEFAULT_DIV_MI
SubDivision: DEFAULT_SUBDIV_MI
Station: ANN ARBOR POLICE DEPT
Search Filter: Both

A 'N' in the Inventoried column indicates the property has not been inventoried in the last year.

Property#	Requisition#	Station	NSN	Item Name	Serial Number	Last Cert Date	Inventoried	Images	Requires Additional Photos	Certify/Update
LM00003167	H9DEB1-1179-8525	ANN ARBOR POLICE DEPT	8465-01-416-4636	SPECTACLES SET,BALLISTIC PROTECTIVE	NULL		N		N	Certify

13. Review information associated with the item for accuracy and check the box next to the statement of accountability.

Property #: LM00003167
Property Status: ASSIGNED
Acquisition Doc#: H9DEB1-1179-8525
DTID: H9DEB1-1090-9100
Qty: 35
Cost: \$29.00
FSC: 8465 - Individual Equipment
Item Name: SPECTACLES SET,BALLISTIC PROTECTIVE
Additional Description: SPECTACLES SET,BALL
NSN/LSN: 8465-01-416-4636
Serial#: NULL
Division: DEFAULT_DIV_MI
Subdivision: DEFAULT_SUBDIV_MI
Station: ANN ARBOR POLICE DEPT
Part#:
Make / Manufacturer: NA
Model: NA
Model Year: 0
Color:
Unit of Issue: Each
Condition: Issuable, no Qualification
DMIL: B- USML ITEMS - MUTILATION TO POINT OF SCRAP REQUIRED WORLDWIDE.
Physical Storage Location:
Additional Comments:

I MI_STATE1 certify the aforementioned property is present and accounted for

Submit Cancel

14. Click “Submit”. This item is now certified.

15. Once all items have been certified for the LEA, the user will be able to see this completion statement.

FY2014 inventory completed for station MI-ANN ARBOR POLICE DEPT(2YTAJ6)
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16. Once the final LEA has completed their inventory requirement, the State Coordinator and State Points of Contact will see the FY16 Inventory completion statement (Certification pending). To view this screen, the State Coordinator should go into their LESO Inventory queue. Select only the dropdown for the entire State and click Submit.

Note- State Coordinators and/or State Points of Contact will receive an automatic email from FEPMS when the final LEA in their State completes the Annual Inventory.

17. The State Coordinator or State Point of Contact (with full signature authority-only), should log into FEPMIS, click LESO Inventory. Select only the dropdown for the entire State and click Submit. Check the boxes next to the accountability statements.

18. To Certify your State has completed the FY16 Inventory, fill in the required fields and click “Submit”.

LESO FEPMS: Verify Station Information User ID: SC_STATE1

LESO Certification Search Station

This is a required verification, once a year, of station information. Please review for accuracy and submit any changes.

Verify and Submit verify and submit station edits Back

Station Information:
 Any changes to this section please contact your State Coordinator
 DODAAC: 2YTAAC
 Station Name: ABBEVILLE SD
 Address Line 1: 102 SOUTH MAIN STREET
 City: ABBEVILLE
 Zip: 29620
 State: SC

Please verify and update as required

Station Primary Phone Number: (800) 111 - 2222
 Station Type: * State
 HIDTA: * ☒ Yes ☐ No
 Chief Law Enforcement Official: The very BIG Chief
 County: * Abbeville County ☐ Optional: Show counties for the entire state If your County is not listed please contact the LESO HQ or your State Coordinator
 Number of Officers:

Only include compensated Full-Time and Part-Time Officers. DO NOT INCLUDE RESERVE OFFICERS

BY CHECKING THE BOXES BELOW, LEA's CERTIFY THEY WILL COMPLY WITH E.O. 13688 FOR ALL EO CONTROLLED EQUIPMENT RECEIVED AFTER SEPTEMBER 30, 2015
 I certify that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property.

STATE PLAN OF OPERATION
 Document Upload Upload state plan of operation. Note: controls are disabled until a plan is uploaded.
 * ☐ The State Plan Of Operation is up to date EA_MI_002_2013_Treatment_final2_095722.xls
 * ☐ Verify the listed Chief Law Enforcement Official (CLEO) above is current
 * ☐ State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) has been verified
 * ☐ I SC_STATE1 certify the aforementioned information is correct

Verify and Submit verify and submit station edits Back

LESO Certification Search Station

19. The State Coordinator will then see the following FY16 Annual Inventory completion statement.

FY2014 inventory has been certified for the state on 09/22/2014.

LESO Inventory Module Query of State-Level Statistics to Inventory Completion

The LESO Inventory module itself also allows the State Coordinator or State Points of Contact to view their State-level status to completion at any time throughout the FY16 Annual Inventory process. To view this information, select the State dropdown in the LESO Inventory queue and click “Create Certification Report”. The State Coordinator status to completion information that will be displayed will look like this:

State: * SOUTH CAROLINA ▾
Division: ▾
Subdivision: ▾
Station: ▾

Inventory Searcher: ☐ Inventoried Items ☐ Not Inventoried Yet ☒ Both

☒ search certification matching filter values
 ☒ create certification report
 ☒ reset form values

Report Summary:

State: SOUTH CAROLINA

Fiscal Year: 2014

Number Properties: 701

Properties Completed Inventory: 701

Properties Percent Completion: 100

Inventory Completed: Yes

Inventory Certified By: SC_STATE1

Inventory Certified Date: 09/22/2014

* Only properties that belong to State or State-Tribal stations are included

* Only properties that belong to State or State-Tribal stations are included

* Only properties that belong to State or State-Tribal stations are included

* Only properties that belong to State or State-Tribal stations are included

Report Detail:

1-25 of 255 ▾

Station Name	Station Type	Station Verified	Number Properties	Completed Inventory	Percent Completion	Inventory Completed
ABBEVILLE COUNTY SHERIFF OFFICE(2YTAAB)	State	Yes	34	34	100	Yes
ABBEVILLE SD(2YTAAC)	State	Yes	0	0	100	Yes
AIKEN COUNTY SHERIFF DEPT(2YTACK)	State	Yes	7	7	100	Yes
AIKEN PUBLIC SAFETY DEPT(2YTAOL)	State	Yes	22	22	100	Yes
ALLENDALE COUNTY SHERIFF DEPT(2YTAGN)	State	Yes	0	0	100	Yes
ALLENDALE POLICE DEPT(2YTAGP)	State	Yes	0	0	100	Yes
ANDERSON COUNTY ARSON UNIT(2YTAJB)	State	Yes	0	0	100	Yes
ANDERSON COUNTY EMS/SPECIAL OPS(2YTN5F)	State	Yes	0	0	100	Yes
ANDERSON COUNTY SHERIFF DEPT(2YTAJG)	State	Yes	15	15	100	Yes

FEPMIS Email Notifications to State Coordinators and LESO

The LESO FEPMIS will email certain status change notifications to State Coordinators, State Point of Contacts and the LESO, throughout the FY16 Annual Inventory process.

Emails will be provided to the State Coordinators, and State Points of Contacts when:

- 1) Individual LEAs have verified their Station Information (one-time requirement per LEA)

<p>Subject: LESO FEPMIS Notification: A station verification for Fiscal Year: 2014, State: SOUTH CAROLINA, and station/DODAAC SC-EXAMPLE COUNTY SHERIFF OFFICE(2YT***)</p> <p>The user SC_LEA1 has verified the below station information for fiscal year 2014 on 09/19/2014.</p> <p>Station details:</p> <p>DODAAC: 2YT*** Station Name: EXAMPLE COUNTY SHERIFF OFFICE 21 EXAMPLE ROAD EXAMPLE, SC 55555</p> <p>Primary Phone: 1234567890 Station Type: State HIDTA: No Number Of Officers: 58</p> <p>County: Jacksonville Contact Name: null Contact Email: ChiefSchmidt@examplestown.net Fax: 1234567891 Comment:</p> <p>Last Verified User: SC_LEA1 Last Verified Date: 09/19/2014 06:31:09</p> <p>Please do not reply to this message. System: FAMTest</p>

- 2) Individual LEAs have completed the FY16 Annual Inventory process

<p>Subject: INVENTORY NOTIFICATION: SC-ABBEVILLE COUNTY SHERIFF OFFICE[2YTAAB] FY2014 INVENTORY - Completed 22-Sep-2014</p> <p>STATE: SOUTH CAROLINA STATION: ABBEVILLE COUNTY SHERIFF OFFICE DoDAAC: 2YTAAB CERTIFIED BY: LEAUSER2, SC; INVENTORY CERTIFICATION / COMPLETION DATE: 22-Sep-2014 LINE ITEMS INVENTORIED: 34</p> <p>Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions or comments please contact your State Coordinator.</p> <p>System: FAMTest</p>
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Section 7: FEPMIS Email Notifications to State Coordinators and LESO

3) All LEAs in the State have completed the FY16 Annual Inventory process. The State Coordinator or State Points of Contact should then go into FEPMIS and certify that their State has completed the FY16 Annual Inventory requirement.

Date: 09/22/2014 12:44 PM
Subject: INVENTORY NOTIFICATION: STATE OF SOUTH CAROLINA FY2014 INVENTORY REQUIRES STATE CERTIFICATION

STATE: SOUTH CAROLINA
All Stations within your state have completed their inventory. Please review and certify your State's inventory to complete.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.
If you have any questions or comments please contact the Law Enforcement Support Office HQ.
Email: LESO@DLA.MIL
Phone: 800.532.9946

System: FAMTest

An email will be provided to the LESO when:

- 1) The State Coordinator or State Point of Contact certifies that their State has completed the FY16 Annual Inventory requirement.

CC: just_a_test@dmr.com, Stewart, Kevin DLA CIV DISPOSITION SERVICES

Subject: INVENTORY NOTIFICATION: STATE OF SOUTH CAROLINA FY2014 INVENTORY - Completed 22-Sep-2014

STATE: SOUTH CAROLINA
CERTIFIED BY: COORDINATOR, SC STATE
INVENTORY CERTIFICATION / COMPLETION DATE: 22-Sep-2014 LINE ITEMS INVENTORIED: 701

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.
If you have any questions or comments please contact the Law Enforcement Support Office HQ.
Email: LESO@DLA.MIL
Phone: 800.532.9946

System: FAMTest